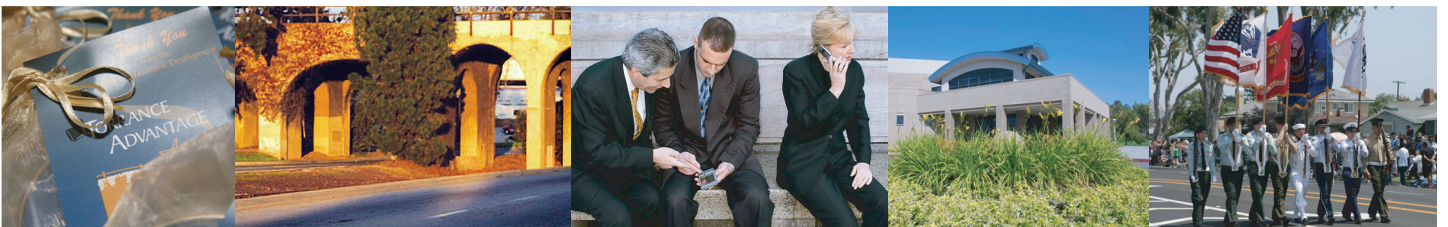




# *Torrance Advantage Awards Application*

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City of Torrance  
Office of Economic Development  
3031 Torrance Blvd.  
Torrance, California 90503  
[www.TorranceCA.Gov](http://www.TorranceCA.Gov)



City of Torrance  
Economic Development  
**TORRANCE ADVANTAGE AWARDS**

**DESCRIPTION**

The City of Torrance Office of Economic Development (City) has established the **TORRANCE ADVANTAGE AWARDS** (Awards) to *recognize innovative economic development strategies of local significance*. The Awards are designed to showcase best practices and highlight outstanding results. Based on nominations, Awards will be given in specific categories, provided below. A Selection Panel chosen by Economic Development (ED) Team members and subject to the approval of the City Manager evaluates the nominations. The Awards are commemorative and will be presented at the Torrance Advantage Awards Ceremony to be held on March 25, 2010 following the announcement of the finalists. Official representatives of the finalist companies will be invited to the ceremony along with various members of the community.

This brochure describes the rules and procedures governing the competition for the Torrance Advantage Awards, including eligibility, selection criteria, nomination and selection processes, selection panel members, and other information needed to submit a nomination. A ***Nomination Form*** provided on **page 6** must be completed and included in your nomination package.

**NOMINATION**

Nominations for the **Torrance Advantage Awards** may be submitted by any eligible organization or individual, excluding selection panel members. A bona fide representative of the nominated organization must endorse the nomination. This individual will serve as the official representative of the organization for such purposes as providing any additionally requested information, unless City is advised otherwise. Nominations must be submitted in accordance with the instructions provided on **page 5**.

**ELIGIBILITY**

Licensed Torrance businesses may submit an application. Previous winners are not eligible to apply for the two years following their winning year. Previous winners, however, may be asked to participate in subsequent Awards Ceremony.

Additional copies of this nomination brochure may be obtained directly from City's website, [www.TorranceCA.Gov](http://www.TorranceCA.Gov) or by contacting Fran Fulton, Office of Economic Development, 3031 Torrance Blvd., Torrance, California 90503; 310.618.5807.

**TORRANCE ADVANTAGE AWARDS 2009**

Key Dates

February 25, 2010 Nomination Deadline  
March 25, 2010 Winners Announced

The City will contact finalists by phone and will post winners' names on [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

Winners of the Torrance Advantage Awards 2009 will receive their Award at the Award ceremonies to be held on March 25, 2010, 5:00 p.m. – 7:00 p.m. at the Miyako Hybrid Hotel.

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**SELECTION PROCESS**

Members of the Torrance Economic Development Team review each nomination received for completeness and adherence to the rules of the competition. Each complete and eligible nomination is subject to the review of the City Manager. Eligible nominations will be forwarded to the selection panel, to be competitively evaluated by at least three panelists according to the selection criteria provided on page 4. The Selection Panel may be made up of individuals representing the stakeholders in the economic development of the community. This may include someone involved in education, in a bona fide economic development group (local, regional or international), specific industry, and a homeowner representative.

The top three nominations in each of the four award categories advance as finalists. The Selection Panel ranks the finalists and selects the winner using the announced criteria. If no finalist in an award category achieves the level of excellence contemplated in this award, the Selection Panel, with concurrence of the Economic Development team, may decide not to present an award in that category. All finalists and winners are subject to the approval of the City Manager.

The City may amend the selection process from one year to the next, but shall not alter the rules for a given year once the initial announcement is made. City staff and Selection Panel members reserve the right to contact nominees in order to verify information submitted or to obtain additional information necessary to evaluate the nomination. Nominees are under no obligation to provide this information, but should recognize that failure to provide the information may lower their chances of being selected as a winner.

**SELECTION PANEL**

In any given year, the selection panel may be composed of as many as seven individuals, selected by the Economic Development team and subject to the approval of the City Manager, in the following areas:

- Education
- Community involvement/leadership
- Bona-fide Economic Development organization
- Specific business industry
- Resident/Homeowner representative

Selection Panel members may not be employees, officers, consultants, or contractors of any nominated organization. In the event such a conflict of interest is discovered, either the selection panel member shall be removed from the selection process or the nominated organization shall withdraw its entry. The Economic Development team may replace any selection panel member who resigns. The term of a selection panel member shall be one year.

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**CATEGORIES**

**People to People**

The "People to People Award" Category will honor an organization's excellence in enhancing employment opportunities in Torrance. Additionally, it will honor an organization's commitment to its current employees and investments in their talented and skilled workforce.

*Please describe new and existing programs that help recruit, motivate and retain employees, and that help advance their careers.*

**Enriching the Community**

The "Enriching the Community Award" Category will recognize businesses for their excellence in contributing to the prosperity of Torrance through increase in revenue and tax base.

*Please expand on the factors that have contributed to your staying power and growth.*

**Quality of Life Community Investor**

The "Quality of Life Community Investor Award" Category will honor businesses whose products, systems, methods and services contribute significantly to the improvement of the quality of life of the Torrance community. Moreover, the Award will recognize businesses that take the extra step and serve the community. Businesses who contribute to the greening of the community may also be recognized separately for their efforts in this area.

*Please describe and explain products and services that your company produces or activities and events that your company participates in that enhance the community.*

**Long-Term Investor**

The "Long-Term Investor Award" Category will honor businesses who have demonstrated excellence throughout the years with sustained success. The City will honor businesses who exhibit long-term success and commitment to investing in the economic development of the community through partnerships, innovative strategies and continuous effort toward progress.

*Please describe strategies that address change throughout time to stay current and achieve success. Please provide examples of long-term investments in the community and their positive impacts.*

**OTHER AWARDS PRESENTED AT THE CEREMONY**

In addition to the aforementioned categories, the City of Torrance Economic Development Office may also present Special Awards recognizing businesses or individuals for specific efforts or show of excellence and leadership. These Special Awards will be recognized during the Torrance Advantage Awards Ceremony and may vary each year.

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**NOMINATION INSTRUCTIONS**

- Your nomination should address how your organization fits each of the categories provided on page four whether through a specific program/project or through the company's operations as a whole.
- Please do not include any promotional materials, annual reports, etc. Such items will not be considered by the selection panel.
- Your nomination may include as many as three print or electronic photographs. All photographs must be attached to your nomination. Photographs, in any format, that arrive after the submission deadline or separately from your nomination will not be considered by the selection panel. The City is unable to return submitted photographs. Please note that by submitting photographs, you are giving the City permission to use them for further promotion of the City's Economic Development efforts.
- Please provide an electronic copy of your company logo (JPEG), which may be used at the Awards Ceremony should your organization be considered a finalist and/or win. If the City desires to use your logo for other purposes such as the promotion of Economic Development efforts, the City shall ask for your permission prior to doing so.
- Your nomination may include as many as three letters of support. Each support letter must be attached to your nomination. Support letters that arrive after the submission deadline or separately from your nomination will not be considered by the selection panel.
- For nominations mailed or couriered as hard copy, please provide an original complete nomination plus five copies of your complete nomination package. For nomination packages sent electronically, please attach all documents to one email only.
- Your nomination may be sent by U.S. mail, by a courier service or electronically. However, your complete nomination must be sent by only one of these methods. Nominees are encouraged to remember that issues may arise that could delay your mail delivery.
- Delivery by a courier service such as FedEx, UPS, etc. is recommended.
- Courier or mail your nomination to:

**TORRANCE ADVANTAGE AWARDS 2009**

City of Torrance  
Office of Economic Development  
3031 Torrance Blvd.  
Torrance, California 90503

E-mail one complete nomination package to: [TorranceAdvantageAwards@TorranceCA.Gov](mailto:TorranceAdvantageAwards@TorranceCA.Gov)

Please consolidate your nomination into one email attachment.

Please do not send multiple emails.

A letter acknowledging receipt of your nomination will be sent to you via mail or email.

- Nominations must be received by **5:00 p.m. on February 25, 2010**.
- Electronic copies of this nomination brochure may be downloaded from [www.TorranceCA.Gov](http://www.TorranceCA.Gov).
- Additional copies may be requested by calling the Office of Economic Development at 310.618.5807.

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**NOMINATION FORM**

This Nomination Form must be completed and attached as the first page of your nomination package. You may download this page, complete and attach it to your nomination package as hardcopy or as an emailed nomination. Please provide all information requested below. This completed page must accompany your nomination for the Torrance Advantage Awards 2009.

Organization name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City, State and ZIP Code: \_\_\_\_\_  
Preferred telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email address: \_\_\_\_\_ Web address: \_\_\_\_\_  
Is company background mission statement available online? ☐ Yes ☐ No  
If yes, please provide direct web link: \_\_\_\_\_  
No of employees: \_\_\_\_\_ Among those, how many are Torrance residents: \_\_\_\_\_  
Years in operation: \_\_\_\_\_ Years in Torrance location: \_\_\_\_\_  
Percent of sales growth (this year): \_\_\_\_\_ Percent sales growth (over 5 years): \_\_\_\_\_  
No. of jobs created this year: \_\_\_\_\_ Types of jobs created: ☐ Entry-level ☐ Management  
☐ Supervisory ☐ Highly-skilled

*Besides what you've already mentioned, please expand on any other way that you've been involved in the community, contributing in a unique way to its enrichment. Please highlight any achievement you'd like us to be aware of. Please use a separate sheet.*

**Mark *only one* of the following to indicate the nomination type:**

- ☐ Organization's overall efforts, or  
☐ Specific program or project of the organization: \_\_\_\_\_

- ☐ Yes ☐ No The City is hereby authorized to publish a summary of this nomination if it qualifies as a finalist.  
☐ Yes ☐ No The City is hereby authorized to publish contact information, including address, phone, fax, email and website, provided in this nomination.

**Nominee Certification**

Signature of Nominee Representative: \_\_\_\_\_

*I certify that I have the authority to represent the nominee organization in public matters. I also certify that, to the best of my knowledge, the substantive statements in this application are true. I understand that if this application is found to contain substantive and willful misrepresentations, the nominee will be disqualified from the award competition. [Your signature will be accepted on electronic submissions.]*

**Please complete the following contact information of Nominee Representative**

*(This information will be used in contacting finalists and winners)*

Print name of nominee representative: \_\_\_\_\_  
Print title of nominee: \_\_\_\_\_  
Preferred telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email address: \_\_\_\_\_

**Confidentiality & Endorsements**

The selection scores and content deliberations used to select finalists and winners will not be disclosed except to the extent provided by law. The Awards for Excellence is honorary only, and does not constitute an endorsement of any revenue producing goods, publications, or services the winner may offer.